

MEMBERSHIP WORKSHEET FOR CORRESPONDING SECRETARY CHAPTER _____

Use this form for the entire P.E.O. year. Keep a copy with the Corresponding Secretary's files. A new form can be found at www.coloradopeo.org. ****Remember** – all changes in membership, except those going inactive February 28 & Lost Contacts, need to have a CIM – Change in Membership done **online** at peointernational.org.

The Release Letter received by your Corresponding Secretary reported _____ active members as of March 1, _____.

List members who were initiated between March 1 and February 28/29, include initiation date.

List members reinstated between March 1 and February 28/29, include reinstatement date.

List members received by transfer between March 1 and January 31, include transfer date. If a transfer was also reinstated into your chapter, please put an "R" next to her name. (You will need to complete a CIM to reflect this transfer into your chapter.)

Note: Transfers are not allowed during the month of February.

List members your chapter lost by transfer between March 1, and January 31, include transfer date .

(The receiving chapter does the CIM for this transfer.) **Note: Transfers are not allowed during the month of February.**

List active & inactive members lost by death between March 1, and February 28/29, please include date.

List members who did not pay their dues by February 28/29 and who are now considered inactive:

Last year Total Active _____ + Initiations _____ + Transfer Ins _____ + Reinstated _____ <i>(from your chapter)</i> + Reinstated _____ <i>(from other chapters)</i> - Transfer Outs _____ - Active Deaths _____ - New Inactives _____ Adjusted Total Active _____	Last year Total Inactive _____ + New inactives _____ - Reinstatements _____ - Inactive Deaths _____ - Lost Contact _____ - Inactive Trx Out _____ - Expelled _____ Adjusted Total Inactive _____ ** Use the + & - signs in your calculations for adjusted totals
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An inactive member who transfers into your chapter is considered a reinstatement.

An inactive member who transfers out of your chapter is subtracted from your inactive count.

If you have questions about any change in membership OR about this form, please contact the Secretary of Colorado State Chapter.